



Filing a Schedule A Hotel/Motel Tax Sales Tax Return

The following pages show the screens likely to be encountered when filing a Schedule A Hotel/Motel Tax Sales Tax Return online through eFile & Pay.

The pages are for illustrative purposes only and may not match exactly to the screens seen when actually filing.

Notes:

- Room rentals for more than 31 consecutive days are exempt from hotel/motel tax.
- Only the Federal Government is exempt from hotel/motel tax if under the 31 days AND if paid by direct Federal funds.
- Hotel/Motel tax is a statewide 5% excise tax, in addition, there
 may also be an additional local hotel/motel tax of 1 thru 7%.





Business eFile Number: 88770655 Legal Name: LEGALNM-334 FAQs | Help | IDR Home Welcome All error and informational messages will display at the top of the screen, below the title. Login **Business Taxes:** Enter your BEN, select Business Taxes, and press CONTINUE. Business eFile Number (BEN): 88770655 (8 digit number mailed to you) Business Taxes(Withholding, Sales, Use, LPG Fuel, and Motor Fuel) Individual Income/Corporation Income/ Consumer's Use (no permit) ePayments: Not enrolled? Click here. Enrolled? Enter your BEN, select Individual Income/Corporation Income ePayments, and press CONTINUE. Business eFile Number (BEN): (8 digit number mailed to you) Individual Income/Corporation Income ePayments (IA1040/IA1040ES;IA1120/IA1120ES) CONTINUE

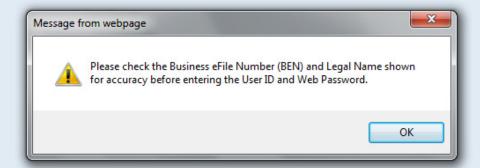
The Welcome screen will always be your point of entry. Please enter your 8 digit Business eFile Number (BEN).





Business eFile Number: 88770655 Legal Name: LEGALNM-334

FAQs | Help | IDR Home



Please double check your BEN and Legal Name.





Business eFile Number: 88770655 Legal Name: I	EGALNM-334	FAQs Help IDR Home
Your Profile >		
Please complete all fields. Then press	CONTINUE.	
Note: You will need your Business eFile	e Number(BEN), User ID, and Pass	sword every time you access eFile & Pay.
Create a user profile		
BEN:	88770655	
User ID:	0001 (Be sure to write this down for fu	ture access to the system)
Business Name:		
Create a Web Password:	Password must be 8 characombination of letters and	cters. It may be all numbers or a l numbers.
Confirm Web Password:		
Select a Password Hint Question 1:	Select	•
Answer Password Hint Question 1:		
Select a Password Hint	Select Must be different than the hint in Question	•
Answer Password Hint	riust be different than the nint in Questio	on I.
Question 2:		
Contact Name:		
* Contact E-mail Address:		
Contact Telephone Number:	(Example: 2225551212)	
* Optional: Our Department will e payment has been received.	-mail reminders of upcoming due dates an	d confirmation that your return and/or
EXIT		CONTINUE

The first time you enter the system, the Your Profile screen must be completed. This will only be required on the initial trip into eFile & Pay.

Note: do not put numbers or punctuation in the Business Name; numbers and punctuation must be spelled out. Do not use hyphens or dashes when entering the permit number.





Business eFile Number: 88770655 Legal Name: LEGALNM-334

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Log In >

Please enter your User ID and Password, then press LOG IN. If you accessed eFile & Pay system by telephone for the first-time, before you used the web, please enter your 8 digit telephone password to gain access.



For Assistance, Contact

1-800-367-3388 (in Iowa; Omaha; Quad Cities) (outside Iowa)

515-281-3114 idr@iowa.gov (email address)

Monday-Friday, 8 am to 4:15 pm CT

Privacy/Security

The Log In screen will appear immediately after the Welcome screen. Enter the 4 digit User ID and 8 digit password from the profile you created.





Business eFile Number: 88770655 Legal Name: LEGALNM-334 FAQs | Help | IDR Home Main Menu DEMO ON/OFF Press this button to demo system. Select an Option Select a tax type to file a return and make a payment. Consumer Use Motor Fuel Tax Sales Withholding Select an administrative function to perform. Add/Edit Users Make a Payment (You must efile Return first) Change a Profile Cancel a Payment ■ File for Your Clients Cancel a Payment For Your Client View "e" History View Returns "e" History View Cancelled Payments "e"History View Payments "e" History

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Select the tax type you wish to file.

Note: Hotel/Motel Tax is filed and paid through the Sales Tax return.





Business eFile Number: 88	770655 Legal Name: LEGALNM-334	FAQs Help IDR Home
Select a Per	mit >	
Select Permit Numbe	er to file for, then press CONTINUE.	
	Select a Permit Number: 178071140 Permit Number: 178071140 BACK MPORTANT! Do Not use your browser's BACK butty within this application, use the navigation buttons a	

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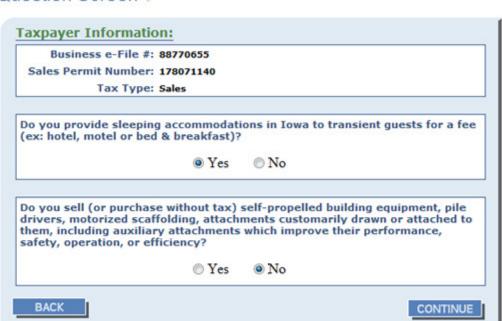
Select the permit number you wish to file by using the drop down arrow if you have multiple sales tax permits. If you only have one sales tax permit, the permit number will automatically be shown.





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Use Tax Question Screen



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Answer Yes or No to both questions.





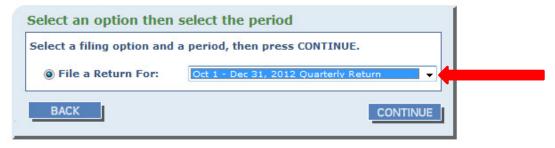
Permit Number: 1-78-071140 Name: DBA-5038

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Sales/Use Tax Menu>

Select a filing option and a period date. If a return has already been filed for that period selected, you will be given an option to file an amended return.

For help, please view the <u>Iowa Sales Tax Help</u> page.



IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.

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Use the drop down arrow to select the period to file. Ensure the circle for File a Return is selected.



For Assistance, Contact



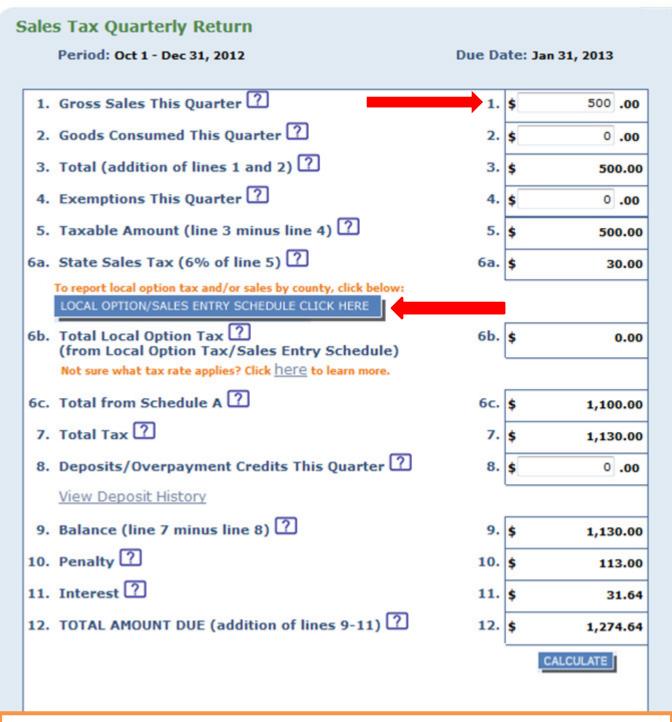
Permit Number: 1-78-0	71140 Name: DBA-5038		FAQs Help IDR Home		
Schedule A					
IMPORTANT: If you had no activity to report, enter zero on line a and press CONTINUE.					
1	Hotel/Motel		1		
	Period: Oct 1 - Dec 31, 2012	Due	e Date: Jan 31, 2013		
	a. Gross Receipts from Rentals ?	a.	\$ 10000		
	(Do not report these sales on line 1 of Sales Tax Return.) b. Less Exemptions ?	b.	\$ 0		
	c. Taxable Amount (line a minus line b)	c.	\$ 10,000.00		
	d. State Excise Tax Rate ?	d.	5%		
	e. State Excise Tax Due ? (line c multiplied by line d)	e.	\$ 500.00		
	f. Local Hotel/Motel Tax Rate (as applicable)	f.	6%		
	g. Local Hotel/Motel Tax Due ? (line c multiplied by line f)	g.	\$ 600.00		
	h. Total Tax Due (addition of line e and g)	h.	\$ 1,100.00		
			CALCULATE		
			Calculate		
	BACK		CONTINUE		
	ORTANT! Do Not use your browser's BACK button. To r n this application, use the navigation buttons at the bo				

Enter the amount of gross sales from room rentals only and hit Calculate. Both the statewide 5% and local hotel/motel tax will calculate for you. Hit the Continue button to proceed.

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(email address)

(outside Iowa)



You will see the amount from Schedule A transferred to line 6c of the sales tax return. Enter in the amount of gross sales subject to sales tax, ie.\$500 worth of sales from the gift shop. Hit Calculate. The initial calculations will be made; on line 6a the 6% sales tax is calculated. Click on the Local Option/Sales Entry Schedule bar to enter your 1% local option sales tax.

Local Option Tax and Sales by County Selection>

Select all the counties in which you had Local Option and/or Sales by County activity to report, and click CONTINUE.					
SELECT ALL					
Adair - 01 Floyd - 34 Monona - 67					
Adams - 02	Franklin - 35	Monroe - 68			
Allamakee - 03	Fremont - 36	Montgomery - 69			
Appanoose - 04	Greene - 37	Muscatine - 70			
Audubon - 05	Grundy - 38	O'Brien - 71			
Benton - 06	Guthrie - 39	Osceola - 72			
Black Hawk - 07	Hamilton - 40	Page - 73			
Boone - 08	Hancock - 41	Palo Alto - 74			
Bremer - 09	Hardin - 42	Plymouth - 75			
Buchanan - 10	Harrison - 43	Pocahontas - 76			
Buena Vista - 11	Henry - 44	Polk - 77			
Butler - 12	Howard - 45	Pottawattamie - 78			
Calhoun - 13	Humboldt - 46	Poweshiek - 79			
Carroll - 14	□ Ida - 47	Ringgold - 80			
Case - 15	Iowa - 49	□ Sac - 81	1		
Click the counties in	which you made :	sales subject to sales	П		
tax. In this case, the	ere were only sale	es made out of the	ı		
	·	_	П		
hotel gift shop. Only	Pottawattamie C	ounty is selected.	ı		
			ı		
Clay 21	E REOKUK DT	layior or	_		
Clayton - 22	Kossuth - 55	Union - 88			
Clinton - 23	Lee - 56	Van Buren - 89			
Crawford - 24	Linn - 57	☐ Wapello - 90			
Dallas - 25	Louisa - 58	Warren - 91			
Davis - 26	Lucas - 59	Washington - 92			
Decatur - 27	Lyon - 60	Wayne - 93			
Delaware - 28	Madison - 61	Webster - 94			
Des Moines - 29	Mahaska - 62	Winnebago - 95			
Dickinson - 30	Marion - 63	Winneshiek - 96			
Dubuque - 31	Marshall - 64	Woodbury - 97			
	Marshall - 64	Woodbury - 97 Worth - 98			
Dubuque - 31					





Permit Number: 1-78-071140 Name: DBA-5038

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Local Option Tax and Sales by County Selection>

Enter the Taxable Sales subject to Local Option by county(s) in the appropriate column.

Enter the Sales by County in the appropriate column, as indicated below.

Sales Tax: Enter the amount from Line 5 of the return by county(s). For detailed instructions, click here.

After making all entries, click CALCULATE, then CONTINUE.

For current local option rates, click here.

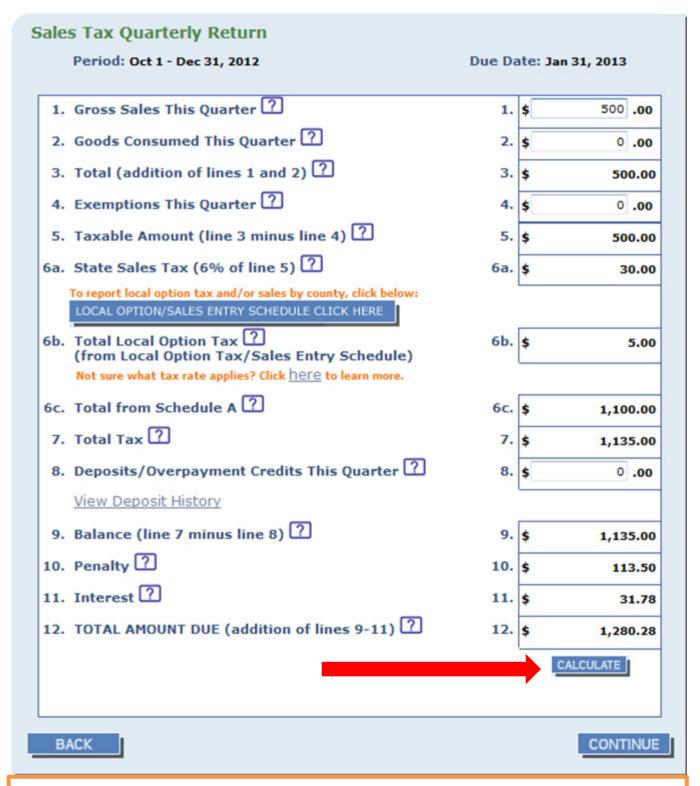
Note: If you have numerous entries to make, you will want to click CALCULATE every 15 minutes to save your entries.

County Name and Number	Taxable Sales Local Option	Sales by County
Pottawattamie-78	\$ 500.00 X 1% = 5.00	\$ 500.00
	CALCULATE	
TOTAL SALES	\$ 500.00	\$ 500.00
TOTAL LOCAL OPTION TAX	\$5.00	

BACK

CONTINUE

The sales tax return has only calculated the 6% sales tax up to this point. This page calculates the additional 1% local option sales tax by county. All the sales in Pottawattamie County are subject to local option sales tax. In addition to the \$500 of gift shop sales being subject to the 6% sale tax, the \$500 gift shop sales are also subject to the 1% local option sales tax. Enter the amount subject to local option sales tax and hit Calculate. Hit Continue.



Once back on this page, hit Calculate immediately for the new calculations. Line 6b for local option sales tax will be updated along with the rest of the return once you hit Calculate. If correct, hit Continue.

Verify Sales Tax Quarterly Return

Period: Oct 1 - Dec 31, 2012

EDIT

Due Date: Jan 31, 2013

SUBMIT

1. Gross Sales This Quarter	1.	\$ 500.00
2. Goods Consumed This Quarter	2.	\$ 0.00
3. Total (addition of lines 1 and 2)	3.	\$ 500.00
4. Exemptions This Quarter	4.	\$ 0.00
a. Interstate Commerce	\$ 0.00	

Verify your return. If you need to make a correction, hit the Edit button. If the return is correct, hit the Submit button. You may save and finish later. Saved returns will only be saved for seven days. After seven days you will have to file again.

h. Other (Including Government) \$ 0	.00	
Total Exemptions \$ 0	.00	
5. Taxable Amount (line 3 minus line 4)	5.	\$ 500.00
6a. State Sales Tax (6% of line 5)	6a.	\$ 30.00
6b. Total Local Option Tax (from Local Option Tax/Sales Entry Schedule)	6b.	\$ 5.00
6c. Total from Schedule A	6c.	\$ 1,100.00
7. Total Tax	7.	\$ 1,135.00
8. Deposits/Overpayment Credits This Quarter	8.	\$ 0.00
9. Balance (line 7 minus line 8)	9.	\$ 1,135.00
10. Penalty	10.	\$ 113.50
11. Interest	11.	\$ 31.78
12. TOTAL AMOUNT DUE (addition of lines 9-11)	12.	\$ 1,280.28

SAVE & FINISH LATER



Permit Number: 1-78-071140 Name: DBA-5038



Select the payment method you will be using

o ePay (Direct Debit/Electronic Check)

Mail a Check

Credit Card (2.5% fee charged by vendor)
or ACH Credit (Contact your bank to initiate)

BACK

CONTINUE

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To return to a previous page within this application, use the navigation buttons at the bottom of the page.

Select the payment method, ePay is recommended. It is free, safe, and the eFile & Pay will keep a history of your electronically filed returns and payments made by ePay. This is a great tool and should be utilized.

*To view your history, see the View History section on the eFile & Pay Main Menu screen.





United States Account Verification

Will the funds for this ePayment come from an account outside the United States?

Yes

No

BACK

CONTINUE

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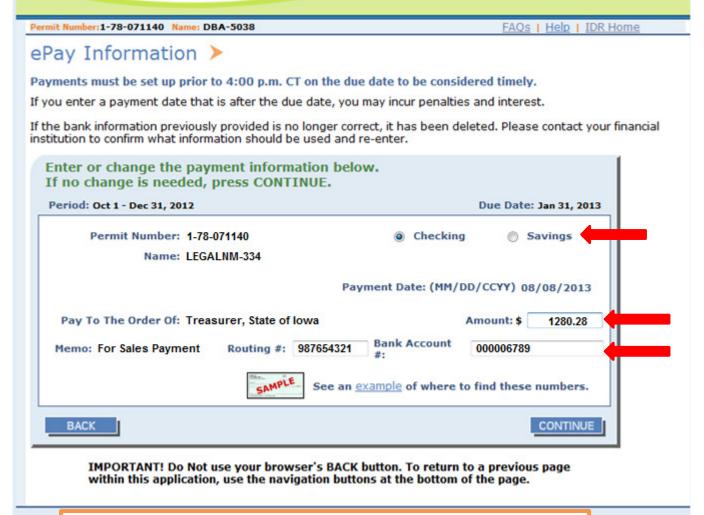
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Privacy/Security

Answer yes or no. Note: we will not draft payments outside of the United States.







Select checking or savings. Enter in amount, routing and account numbers. Note: late payments cannot be post-dated.





Permit Number: 1-78-071140 Name: DBA-5038

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Verify ePay Information >

Review the payment information below

Period: Oct 1 - Dec 31, 2012

Due Date: Jan 31, 2013

Permit Number: 1-78-071140

Checking Account

Name: LEGALNM-334

Payment Date: 08/08/2013

Pay To The Order Of: Treasurer, State of Iowa

Amount: \$ 1280.28

Memo: For Sales Payment

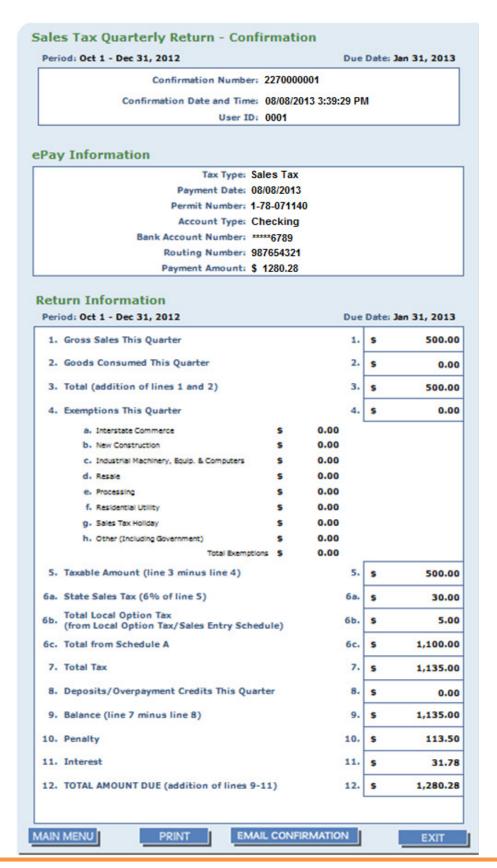
Routing #: 987654321

Bank Account #: 000006789

SUBMIT

IMPORTANT! Do Not use your browser's BACK button. To return to a previous page within this application, use the navigation buttons at the bottom of the page.

Verify your payment information. If you need to correct any information, hit Edit. If not, hit Submit.



Print out for your records is you wish. If not hit Exit.





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Thank You >

Thank you for using eFile & Pay!

Click here to apply for a tax permit, if needed.

Want to know about changes in tax law or eFile & Pay? Subscribe to eLists to receive free e-mail news!

Please help us improve eFile & Pay by taking this short survey.

If you have reached this page before completing your return, please try again using your mouse to click on the navigation buttons rather than the "Enter" key on your keyboard.

EXIT

You have completed the return. Thank you.

For Assist

(in Iowa; Omaha; Quad Cities)

(outside Iowa)

(email address)

Monday-Friday, 8 am to 4:15 pm CT

Privacy/Security